

## WAIVER REQUEST

TITLE (state applicable functional area and short description—6 key words or less—of waiver):

Travel – Consider Travel to Canada and Mexico as Domesetic Travel  
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*1. What internal rule, regulation, policy, procedure, process, etc. are you requesting to be waived:*

DOT Travel Guiding Principles 301-1.102 (i) (A) [DOT Order 1500.11] with respect to approval or foreign travel. Recommending that all travel to Canada and Mexico be considered domestic travel and approval be at the Associate Administrator levels (at Volpe Center this would be the Center Director) provided the travel does not involve discussions with foreign officials on major departmental policies and programs.

*2. What organizational benefit do you expect to accomplish through this waiver?*

- This waiver will allow staff members to attend training or meetings to resolve unanticipated situations (i.e. operational needs, project management, etc.) that require discussion and timely resolution.
- Approval process would be reduced to one or two days. Currently, lead times of four to five weeks have been requested to process forgeign travel requests.
- Delegation places more emphasis on partnering and outreach to friendly NAFTA nations.

*3. How long do you want this waiver to be in effect?*

*4. By submission of this form, consultation has been completed with ("x" where applicable):*

  X   Approving official,   X   Labor union,        Legal,   X   Other – (DTS 26, B-30).

*5. Name of Initiator:* John F. Quirk *OA:* RSPA/ Volpe Center *Telephone No.:* (617) 494-2542  
*has submitted this waiver request on*   8-19-99  .

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This waiver request has been:

       Approved by

  X   Recommended for disapproval by A. Thomas Park on:   9-1-99    
because: There continues to be a considerable amount of Congressional Interest in the amount of foreign travel that occurs. The current approval process helps to ensure that amount of foreign travel is maintained at the lowest level necessary for the performance of the mission.

  X   Disapproved by   Mortimer Downey   on   9-9-99   because:

*DOT 1001 (AUG98)*

[h/docs/edwaiver](#)